



DIRECTOR OF OPERATIONS AND PROJECT MANAGEMENT

Reports to: CEO

Location: Freehold, NJ

Employment Type: Full-Time

Job Summary:

The Director of Operations and Project Management is a vital leadership role responsible for ensuring the smooth execution of day-to-day operations and the successful management of key projects. This position focuses on driving organizational efficiency, overseeing programs and initiatives, and supporting the organization's mission to connect and empower the youth soccer community and vision to establish soccer as the preeminent sport in New Jersey.

Key Responsibilities

Operations Management:

- Oversee the daily operations of the organization (e.g., membership services, competitions, marquee events, digital communication) ensuring alignment with strategic goals and objectives.
- Develop and implement operational policies, processes, and best practices to optimize organizational effectiveness.
- Direct and monitor progress, productivity, and work quality for Player & Coach Registration, Risk Management (e.g., Safe Soccer, Discipline & Appeals), State Cups, NJYS Major Events (e.g., AGM and Awards Dinner), and Partnership Activations.
- Supervise full-time & part-time staff, contractors and interns in the relevant program areas; specifically including the Registration & Risk Management Coordinator, the Events Coordinator, the Membership Services Coordinator and the Digital Marketing Consultant.
- Manage relationships with vendors, partners, and service providers to ensure quality and cost-effectiveness.
- Ensure compliance with organizational, legal, and regulatory standards, including safety protocols for youth soccer programs.
- Serve as the primary resource and subject matter expert to NJYS staff in the relevant business areas (e.g., Registration, State Cups, & Major Events).

Project Management:

- Lead and manage organizational projects, ensuring they are completed on time, within scope, and within budget.
- Develop detailed project plans, assign tasks, and monitor progress to ensure goals are met.
- Coordinate with program directors, volunteers, and external stakeholders to ensure seamless project execution.



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- Identify risks and develop mitigation strategies to address challenges proactively.
- Track and report on project outcomes and performance metrics to leadership and the Board of Directors.

Leadership and Collaboration:

- Serve as a key strategic partner to the CEO, contributing to organizational planning and decision-making.
- Supervise and support staff and volunteers to ensure efficient teamwork and a collaborative culture.
- Work closely with program and development teams to support fundraising efforts, sponsorships, and community engagement.
- Represent the organization in community meetings, partnerships, and other public engagements as needed.

Qualifications:

- **Education:** Bachelor's degree in business administration, project management, nonprofit management, or a related field (Master's preferred).
- **Experience:** At least 5 years of experience in operations or project management, preferably within a nonprofit or sports-focused organization.
- Proven experience managing multiple projects simultaneously, including budgets, timelines, and stakeholder communications.
- Strong knowledge of operational systems and tools (e.g., project management software, CRM systems, or nonprofit databases).
- Exceptional organizational, leadership, and problem-solving skills.
- Excellent communication and interpersonal abilities, with a passion for working with youth and diverse communities.
- Knowledge of the unique challenges and opportunities in youth sports programs is highly preferred.

Interested candidates may submit a cover letter and resume to communications@njyouthsoccer.com.